



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: July 7, 2020

* = Mandatory, information must be provided

or Procurement Director Award ☐

***Contractor/Vendor Name/Grantor (DBA):**

Portable Practical Educational Preparation, Inc.

***Project Title/Description:**

Workforce Development Services in the ARIZONA@WORK - Workshops. The contract and amendments can be found in OnBase by searching Contracts CR-20*411 (formerly CS-16*311) in Doc_ID_AMS.

***Purpose:**

This amendment allows Portable Practical Educational Preparation, Inc., a subrecipient, to continue to provide workshops to job seekers age 50 and older with additional funding for the period July 1, 2020 to June 30, 2021 and to help prepare them for current and projected demand occupations.

Attachment: Contract Number CT-CR-20-411 (Amendment 4)

***Procurement Method:**

Pursuant to Pima County Procurement Code 11.12.020, Competitive sealed proposals, RFP No. RFP-CSET-WS-2015-09 was conducted with delegated authority.

***Program Goals/Predicted Outcomes:**

90% of the participants will complete the module taken and be able to navigate to find job leads, prepare on-line applications and résumés.

***Public Benefit:**

Workshops, labs and other group activities are a cost-effective method of providing workforce services that support Pima County's economic development by helping to develop a trained and productive labor force that meets employers' needs.

***Metrics Available to Measure Performance:**

Participants will provide evaluations indicating satisfaction with the workshop and recommendations for improvement.

***Retroactive:**

Yes, due to revising the contract language to modify how workshops will be provided during the COVID-19 pandemic. The negative impact of not approving this amendment is job seekers age 50 and older would not be able to attend workforce development workshops for an additional year.

Revised 5/2020

To: COB - 4.29.20
Ver. - 1
pgs - 4 (1)

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Procure Dept 05/25/20 PM04:00

JUN 29 2020 10:09 PM CLK OF BD

*** Contract / Award Information**

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
Commencement Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____
☐ Expense Amount: \$* _____ ☐ Revenue Amount: \$ _____

***Funding Source(s) required:**

Funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____

Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No

If Yes, is the Contract to a vendor or subrecipient? _____

Were insurance or indemnity clauses modified? ☐ Yes ☐ No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? ☐ Yes ☐ No

If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: CT Department Code: CR Contract Number (i.e., 15-123): 20-411

Amendment No.: 4 AMS Version No.: 1

Commencement Date: 7/1/20 New Termination Date: 6/30/21

Prior Contract No. (Synergen/CMS): CT-CS-16-311

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 43,373.76

Is there revenue included? ☐ Yes ☒ No If Yes \$ _____

***Funding Source(s) required:** U.S. Department of Labor Workforce Innovation and Opportunity Act (WIOA), AZ Dept. of Economic Security; Health Profession Opportunity Grant (HPOG); Pima County General Funds

Funding from General Fund? ☒ Yes ☐ No If Yes \$ 13,624.00 % _____

Grant/Amendment Information (for grants acceptance and awards) ☐ Award ☐ Amendment

Document Type: _____ Department Code: _____ Grant Number (i.e., 15-123): _____

Commencement Date: _____ Termination Date: _____ Amendment Number: _____

☐ Match Amount: \$ _____ ☐ Revenue Amount: \$ _____

***All Funding Source(s) required:**

*Match funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____

*Match funding from other sources? ☐ Yes ☐ No If Yes \$ _____ % _____

*Funding Source: _____

***If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?** _____

Contact: Rise Hart

Department: Community Services Telephone: 724-5723

Department Director Signature/Date: [Signature] 6-19-20

Deputy County Administrator Signature/Date: [Signature] 25 June 2020

County Administrator Signature/Date: [Signature] 6/26/20
(Required for Board Agenda/Addendum Items)

Pima County Department of Community Services, Employment and Training Department**Project:** Workforce Development Services in the ARIZONA@WORK – Workshops**Awardee:** Portable Practical Educational Preparation, Inc.
802 E. 46th Street
Tucson, AZ 85713**Contract No.:** CT-CS-16-311 (CT-CR-20-411 on and after July 1, 2020)**Contract Amendment No.:** 04

Original Contract Term:	07/01/16 – 06/30/17	Orig. Contract Amount:	\$34,060.00
Termination Date Prior Amendment:	06/30/20	Prior Amendments Amount:	\$113,550.96
Termination Date This Amendment	06/30/21	This Amendment Amount:	\$43,373.76
		Revised Total Amount:	\$190,984.72

DUNS No.: 092671866		SAM Registration Date: 10/20/19	
Research or Development:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Federal Contract No.:		DI19-002205 PCC2015-2020	Award Date: PY2020 2015-2020
Required Match:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Match Amount:	
Indirect Cost Rate:	<input checked="" type="checkbox"/> Federal 16.83%	<input type="checkbox"/> NICR	<input type="checkbox"/> de minimis <input type="checkbox"/> None
Status of Contractor:	<input checked="" type="checkbox"/> Subrecipient		<input type="checkbox"/> Contractor

CFDA	Grant Program	National Funding	Pima County Award
17.258	U.S. Department of Labor ("DOL")/AZ Department of Economic Security ("ADES") Workforce Innovation and Opportunity Act (WIOA)-Adult	\$854,649,000.00	\$2,309,890.00
17.278	WIOA-Dislocated Worker	\$1,322,912,000.00	\$4,987,021.00
17.259	WIOA-Youth	\$913,130,000.00	\$2,347,242.00
93.093	Health Profession Opportunity Grant (HPOG)	\$85,000,000.00	\$601,926.00

AMENDMENT FOUR**1. BACKGROUND AND PURPOSE.****1.1 Background.**

- 1.1.1. On May 3, 2016, Pima County ("County") and Portable Practical Educational Preparation, Inc. ("Awardee"), entered into the above-referenced contract to provide workshops for adults, dislocated workers, and youth
- 1.1.2. County, as Grantee, receives federal WIOA grant funds and provides them to subrecipients, including Awardee, to provide eligible workforce development services. The WIOA grant ends June 30, 2023.
- 1.1.3. County is the Subrecipient of Health Profession Opportunity Grant ("HPOG") funds from Pima Community College and is authorized to pass those funds along to other entities, including Awardee.

1.2. County Organization. Effective July 1, 2020:

- 1.2.1. Pima County Community Services, Employment and Training Department and Pima County Community Development and Neighborhood Conservation Department are restructured to form the Community and Workforce Development Department.
- 1.2.2. This Agreement will be renumbered to CT-CR-20-411, but all terms and conditions remain unchanged.
- 1.2.3. Any reference in the Agreement to Community Services; Community Services, Employment and Training Department; or CSET, will mean Community and Workforce Development Department ("CWD").

1.3. Purpose.

- 1.3.1. County operates a workforce development program at Pima County ARIZONA@WORK (an American Job Center, formerly the Pima County One Stop).
- 1.3.2. County finds that it is in the best interests of the Pima County residents to continue to provide workforce development services to the residents of Pima County.
- 1.3.3. County has reviewed Awardee's performance of the services and finds it satisfactory.

2. TERMS AND EXTENSIONS, SECTION 1.0, Pursuant to paragraph 1.1, County is exercising the last available extension option. This Agreement will terminate on June 30, 2021.
3. SCOPE OF SERVICES, the Commencement Date for the provisions set forth in this Amendment No. 4 is June 30, 2020.
4. COMPENSATION AND PAYMENT, SECTION 3.0 – is amended as follows:
- 4.1 Paragraph 3.1 is amended to increase "the Maximum Allocated Amount":
- FROM: \$147,610.96
- TO: \$190,984.72
- 4.2 Paragraph 3.2, the table is deleted in its entirety and replaced with the following:

Funding Source	Maximum Amount Allocated					Total Anticipated Expenditure per Funding Source
	July 1, 2016 – June 30, 2017	July 1, 2017 – June 30, 2018	July 1, 2018 – June 30, 2019	July 1, 2019 – June 30, 2020	July 1, 2020 – June 30, 2021	
WIOA grant	\$17,030.00	\$17,711.20	\$17,906.00	\$26,143.76	\$26,343.76	\$105,134.72
HPOG grant	\$3,406.00	\$3,406.00	\$3,406.00	\$3,406.00	\$3,406.00	\$17,030.00
SCSEP grant	-0-	-0-	\$500.00	\$200.00	-0-	\$700.00
Pima County General Funds	\$13,624.00	\$13,624.00	\$13,624.00	\$13,624.00	\$13,624.00	\$68,120.00
Anticipated Allocations TOTAL	\$34,060.00	\$34,741.20	\$35,436.00	\$43,373.76	\$43,373.76	\$190,984.72

4. ISRAEL BOYCOTT CERTIFICATION, SECTION 33.0 is added to read:

Pursuant to A.R.S. § 35-393.01, if Contractor engages in for-profit activity and has 10 or more employees, and if this Contract has a value of \$100,000.00 or more, Contractor certifies it is not currently engaged in, and agrees for the duration of this Contract to not engage in, a boycott of goods or services from Israel. This certification does not apply to a boycott prohibited by 50 U.S.C. § 4842 or a regulation issued pursuant to 50 U.S.C. § 4842.

5. **EXHIBIT A – SCOPE OF WORK** is amended as follows:

5.1 **BUDGET, SECTION 4**, is amended to add the following BUDGET for July 1, 2020 through June 30, 2021:

Workshop Program	Maximum Number of Workshops	Maximum Number of Workshop Hours	Cost per Workshop	Maximum Payment
Employability Skills for Mature Workers	24	16	\$1,807.24	\$43,373.76

5.2 **WORK STATEMENT – EMPLOYABILITY SKILLS WORKSHOP FOR THE MATURE WORKER** is amended as follows:

5.2.1 **PROGRAM OVERVIEW**, SECTION 1, paragraph 1.2 is deleted in its entirety and replaced with the following:

1.2 **Impact of COVID-19 on activities:**

1.2.1 During interruption of site-based services due to COVID-19, Workshops will be provided using on-line platforms. Additionally, one-on-one on-line and phone conferences will be provided, as needed, to assist clients with course work and to prepare résumés.

1.2.2 Workshops will be conducted at classroom locations determined by CSET, when it is safely possible according to County health officials, as will one-on-one assistance and résumé preparation.

5.2.2 **PROGRAM ACTIVITIES**, SECTION 2 is deleted in its entirety and replaced with the following:

2.1 Awardee will:

2.1.1 Provide Employability Skills for Mature Workers workshops. Each workshop (whether in person or on-line) will meet for sixteen (16) hours and will follow the curriculum outlined in Awardee's response to RFP CSET-WS-2015-09.

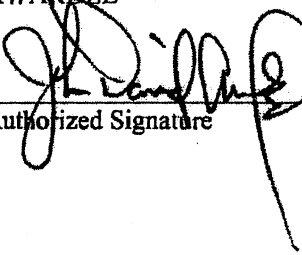

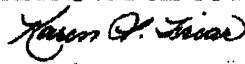
2.1.2 Ensure that each participant has an electronic résumé listed on Arizona Job Connection or its successor database.

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- 2.2 County will, in its sole discretion, schedule each workshop, determine the workshop format (on-line, in person, or a combination of both) and determine the number of participants for each workshop.

All other provisions of the Contract not expressly modified in this Amendment will remain in effect and be binding on the parties.

IN WITNESS WHEREOF, the parties do hereby affix their signatures and do hereby agree to carry out the terms of this Amendment and of the original Contract cited herein:

PIMA COUNTY	AWARDEE
_____ Chairman, Board of Supervisors	 Authorized Signature
Date: _____	CEO 6/17/20
ATTEST:	
_____ Clerk of the Board	_____ Date
APPROVED AS TO CONTENT:	
 Director, Community Services, Employment & Training	6-18-20 Date
APPROVED AS TO FORM:	
 Karen S. Friar, Deputy County Attorney	